

Report for Week Ending 11 January 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

25X1A9a Reports inventories from the Offices of Security and the Comptroller have not been received. Mr. [REDACTED] TAS/COMPT, stated he would try to get his inventory to us by the end of this week. Mr. [REDACTED] could not be reached. 25X1A9a

Excellent progress is being made in the Offices of Personnel and Logistics as follows:

25X1A9a

Office of Personnel - A memorandum over Mr. [REDACTED] signature was issued calling for rejustifications for all reports. Recipients of reports sent outside the Office of Personnel are being requested to appraise the value of these reports. Our review of the Office's reports inventory indicates that the job was well done. Of the 64 reports inventoried, 18 appear to be subject to further review.

Office of Logistics - Records are being set up for the continuing analysis of reports. The frequency of activity reports has been changed from weekly to monthly and the content of reports reduced to include only narrative, rather than narrative and statistics. Other forms of activity and workload reporting are being studied.

Based on comments on inventory survey sheets submitted by Offices and Staffs, I am setting up study projects on questionable reports. Investigation was started on conflicts of interest reports and reports of travel.

Project 6-13 - Dispatch Format and Procedure

25X1A8a The Chief, [REDACTED] reported informally that our report on this project is
25X1A8a still being reviewed by the [REDACTED] P. I informed Mrs. [REDACTED] in the
25X1C4a Office of Communications of this. She is very anxious to put the revised [REDACTED] in use, having concurred in the proposed revisions. I will follow up in two weeks. 25X1A9a

General Information

25X1A1a a. Designed and submitted to the Security Office Employee Activity Branch for review, a form for requesting permission to participate in outside activity. The form will be used in lieu of memorandums, over [REDACTED] of which are submitted annually to the Office of Security.

25X1A9a b. Mr. [REDACTED] and I met with Mr. [REDACTED], Special Assistant to the DD/I, to discuss the reports inventory recently taken throughout the DD/I area. We will review this inventory to determine reporting areas subject to study and to plan for a continuing DD/I reports management program. 25X1A9a